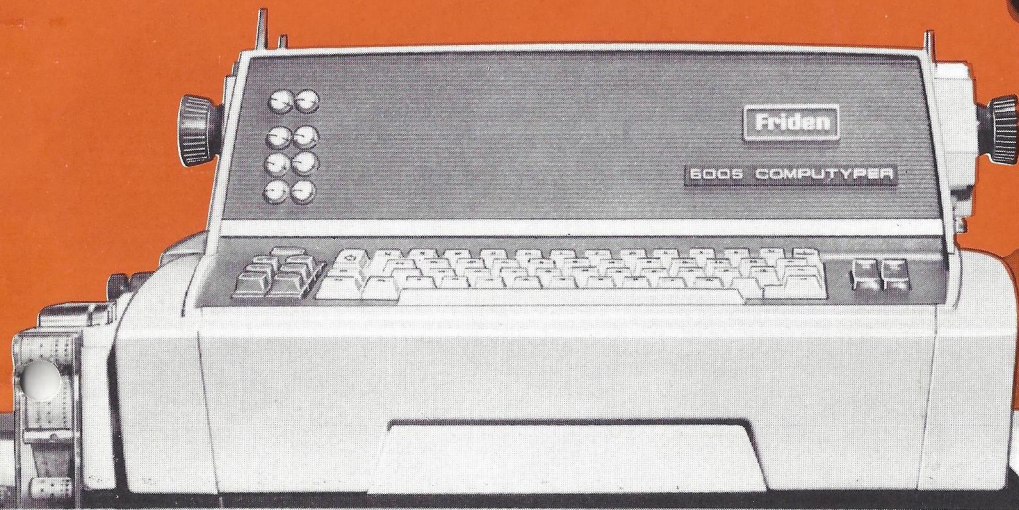


Friden



5005 COMPUTYPER

invoicing machine

Operating Instructions

It's a pleasure . . . welcoming you to the FRIDEN world-wide family as operators of the 5005 COMPUTYPER* invoicing machine.

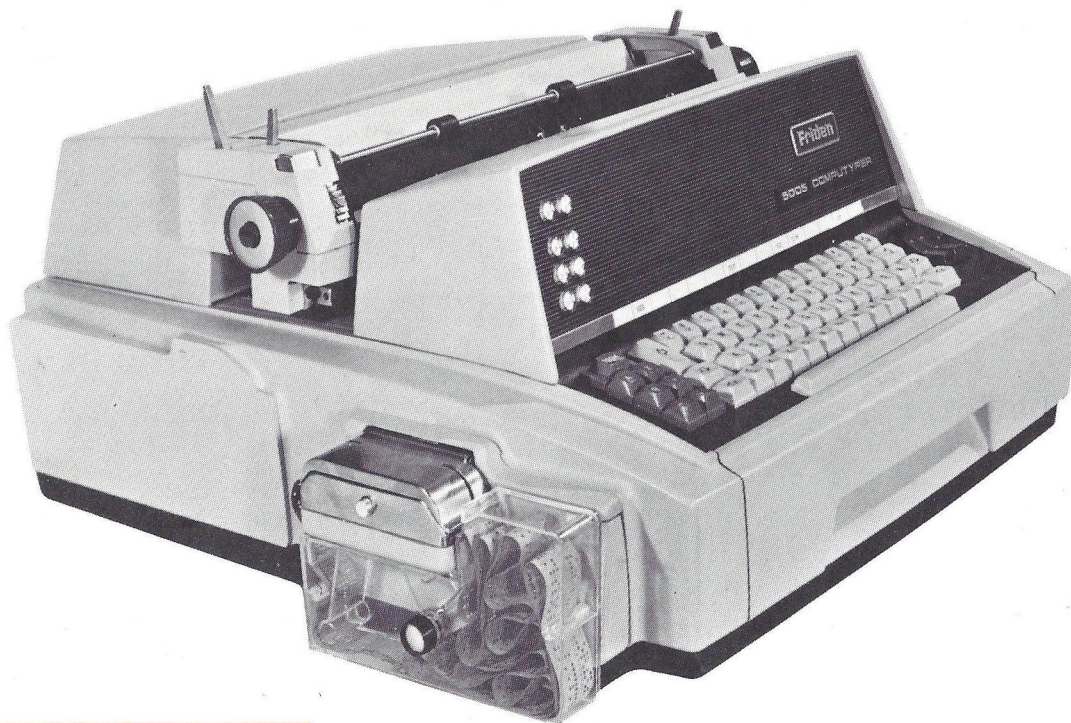
We are confident that you will enjoy the 5005 COMPUTYPER invoicing machine and master it with ease. Its standard, fully electric keyboard, so familiar to your touch, requires no re-training of your fingers . . . its automatic calculations and functions eliminate guesswork.

This booklet shows you how to operate and care for your 5005 COMPUTYPER invoicing machine. You will want to read it thoroughly . . . and keep it available for ready reference.



* A Trademark of FRIDEN, INC.

5005 COMPUTYPER invoicing machine by FRIDEN



Power and Control

There are two manually-operated butterfly-type switches located at the right of the keyboard.

Power

It is a two-position switch to turn the power ON or OFF.

Control

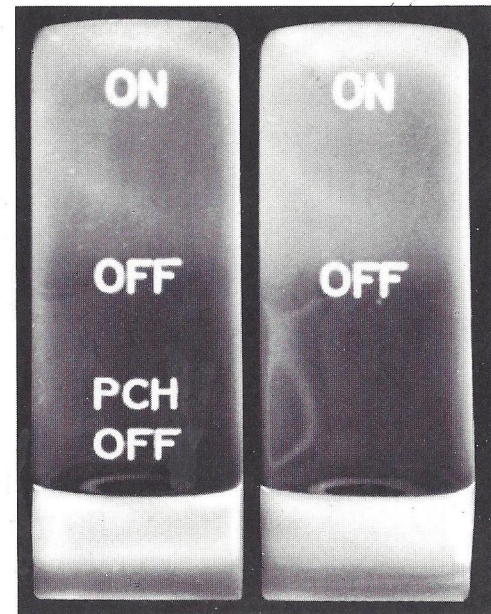
This is a three-position switch that controls operation of the typewriter and the integral paper tape punch (if connected). These positions are as follows :

ON - When in this position, the typewriter and the punch are in an on-condition.

OFF - When in this position, the typewriter and the punch are in an off-condition.

PCH OFF - In this position, the punch is in an off-condition.

N.B. If the Control switch is in either OFF position , the central processor remains in an on-condition.



Keyboard

The electric typing unit contains 45 printing keys. Each row is slightly banked for ease of operation and maximum operator speed. The alphabets always print in capital characters.

Shift keys and shift lock are used only when typing special characters.

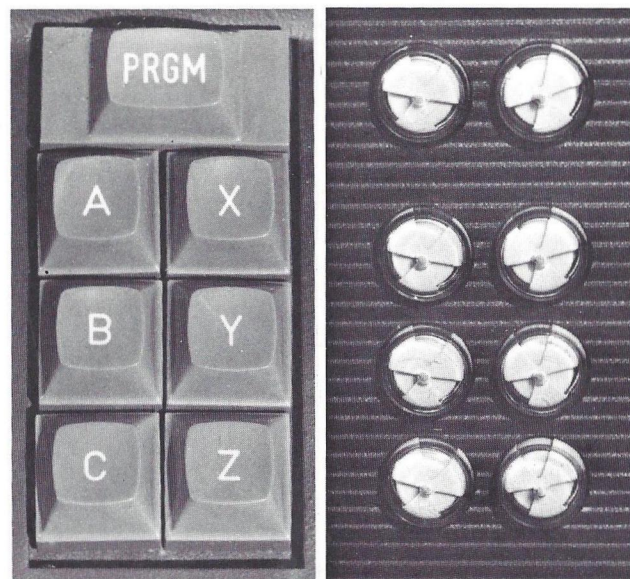
Note especially that the keys for numerics one (1) and zero (0) are located in the top row. These keys must always be used when typing number one or zero.



Manual Selector Keys, Program Key and Butterfly Indicators

The keys labelled A-B-C-X-Y-Z are known as manual selector keys, and are used to select either of two commands.

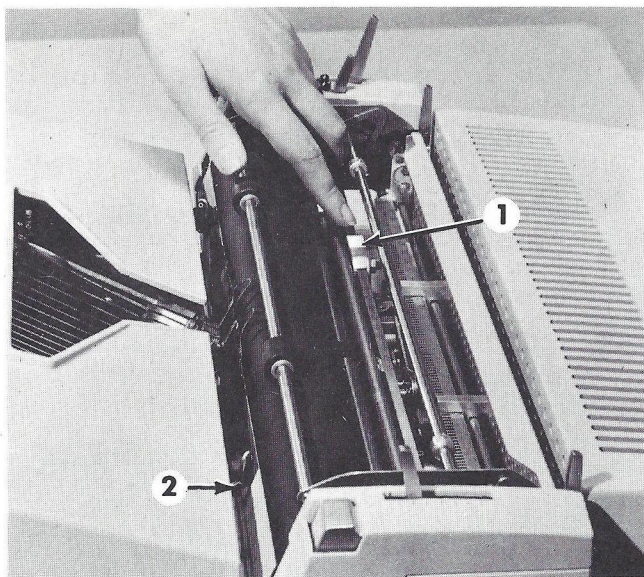
Each manual selector key has its own butterfly indicator showing the condition of the selector.



The key labelled PRGM is the Program Key. Its main function is to start the loading of the program.

Your FRIDEN Representative will explain the exact function of the manual selector keys and PRGM key on your 5005.

Margin... Tabs



To set the MARGIN, position the carriage where the margin is to be located. The front paper scale will serve as your guide. Push down on the center of the margin stop ① and slide it all the way to the left. Now slide it back to the right as far as it will go.

The TAB RACK (below) is removable, as tabulating positions often change with the application. Tabulation is initiated by the keylever and is terminated by the manual placement of tab stops along this rack. Tab stops may be placed at any letter space position along this rack, but the minimum movement must be at least two letter spaces.

Markings on the tab rack correspond to those on the front paper scale ②. Refer to this scale when determining the placement of tab stops.

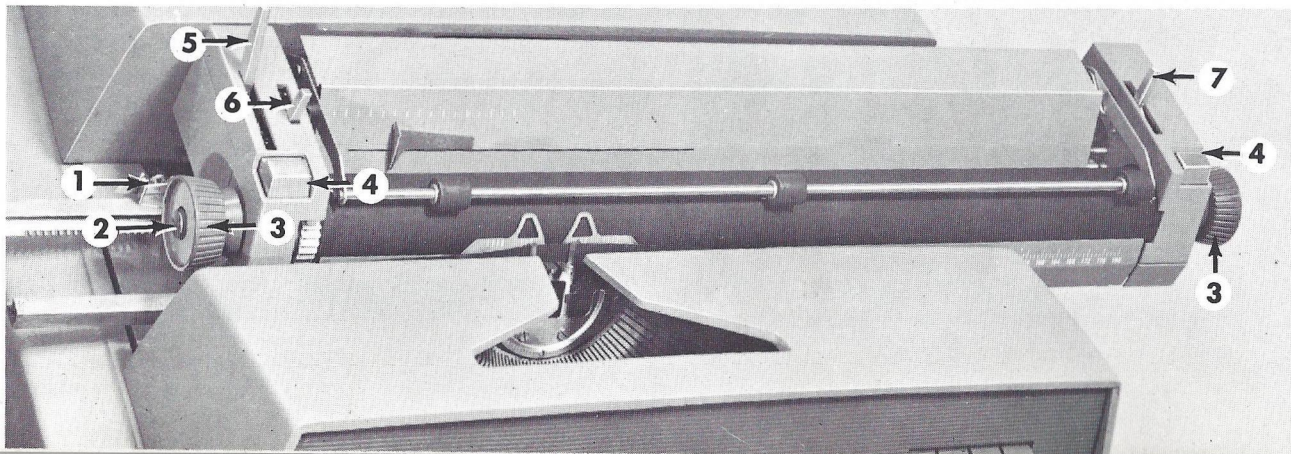
To set a tab stop, insert it in the required position, push it down and slightly forward. To remove a tab stop, push it slightly backward, pull it up and out.



Carriage Controls

These carriage features provide ease of operation:

- ① **MARGIN RELEASE LEVER** permits the carriage to be moved for typing beyond the margin and for removing the tab rack see page 5 .
Simply raise lever with finger and pull carriage as far as possible to the right.
- ② **PLATEN VARIABLE BUTTON** used to position paper at other than standard line spacing.
- ③ **PLATEN KNOBS** turn the platen to allow paper to be inserted, positioned or removed.
- ④ **CARRIAGE RELEASE BUTTONS**, conveniently located on either side, release the carriage for moving by hand. You will not be able to move the carriage unless the power is on.
- ⑤ **PAPER RELEASE LEVER**, in forward position, frees the paper for positioning or removal.
- ⑥ **LINE SPACE LEVER** adjusts to the selection of single, or double line spacing.
- ⑦ **MULTIPLE COPY CONTROL LEVER** moves the platen back and forth to compensate for thickness of multiple documents and carbons.



Platen

It is generally not necessary to remove the PLATEN. Should you find reason to remove the platen, the following steps should be used:

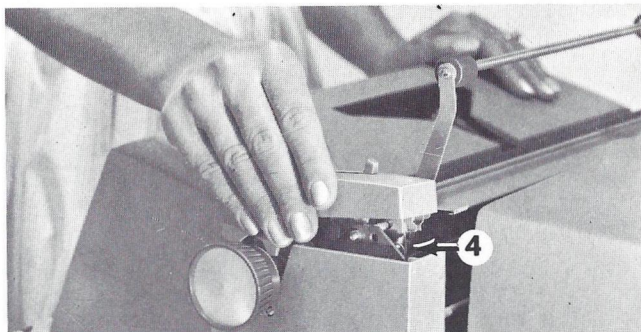
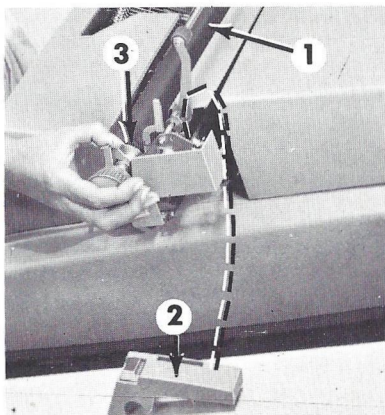
Removing Platen

Lift up the paper bail ①.

Remove carriage end covers ② by lifting up.

Holding the ends of the platen in each hand, pull the right and left platen latches ③ forward.

Lift platen up and out of machine.



Replacing Platen

Bring left platen latch forward and insert left end of the platen first. Push platen to left as far as it will go, making certain it fits tightly against latch.

Insert the right end of the platen and snap into place.

Replace end cover plates by positioning over ends of carriage with cover spring clamp over projection on carriage ④. Press firmly into position.

(NOTE: When replacing left cover plates, line space lever should be at position 2.)

Front Cover Plate

The FRONT COVER PLATE is easily removable when you wish to change a ribbon or clean the type bars.

Removing Front Cover

Firmly grasp sides of cover (see illustration).

Tilt cover forward and lift up to remove.

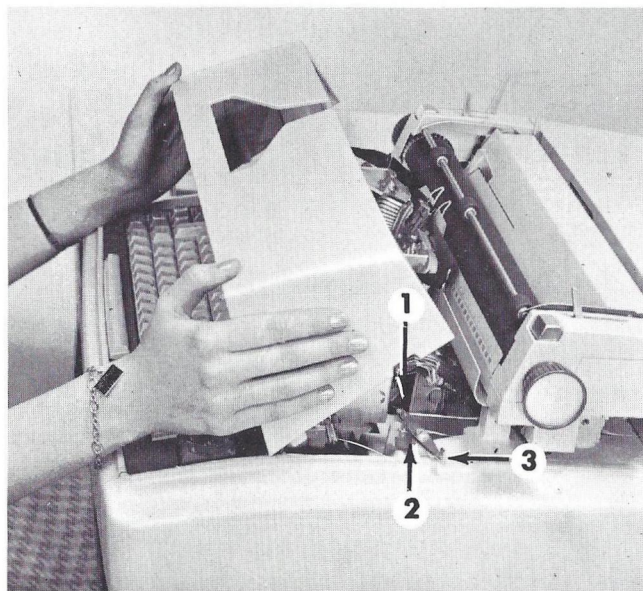
Replacing Front Cover

Tilt cover and align squarely with front of machine.

Position groove at bottom of front cover over curved top of keyboard plate.

Push cover back and down so that spring clip ① snaps into place ②.

A manually-operated RIBBON POSITION LEVER ③ is located on the lower right side of the cover plate. When the lever is in forward position, the upper half of the ribbon is used; in rear position, the lower half is used. Centre position of lever disengages the ribbon for stencil preparation.

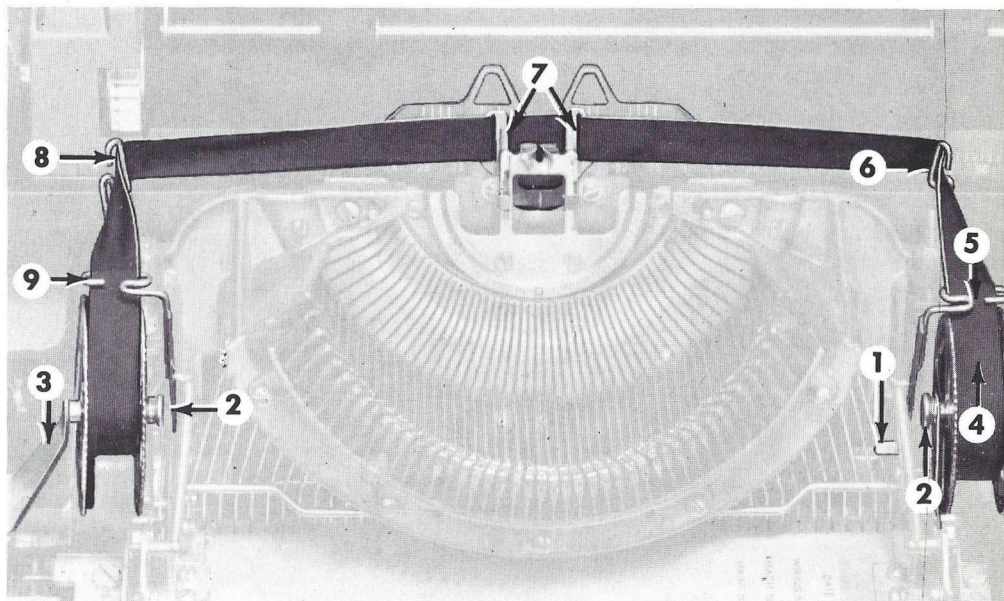


Ribbon

The specially-designed ribbon mechanism permits you to change ribbons quickly. Access to the ribbon mech-

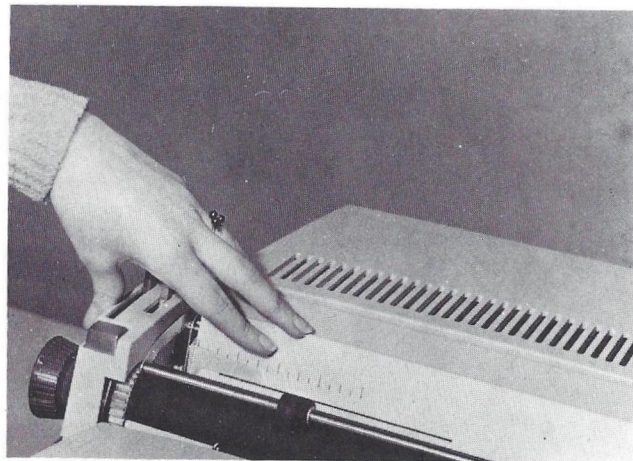
anism is obtained by removing the front cover plate (see previous page).

- ① Wind the ribbon on the fullest spool. If spool does not turn freely, move the manual ribbon release lever.
- ② Remove old ribbon by pulling out spool retaining spring.
- ③ Place the empty spool on the left spool holder.
- ④ Insert the new ribbon on the right spool holder.
- ⑤ Thread the leading edge of the ribbon through the right ribbon reverse lever.
- ⑥ Thread it through the right ribbon guide. Turn the ribbon so the outside edge is on the bottom.
- ⑦ Thread the ribbon through the ribbon position guides.
- ⑧ Thread it through the left ribbon guide.
- ⑨ Thread it through the left ribbon reverse lever. Secure the leading edge to the tab on the empty spool.



Paper Table

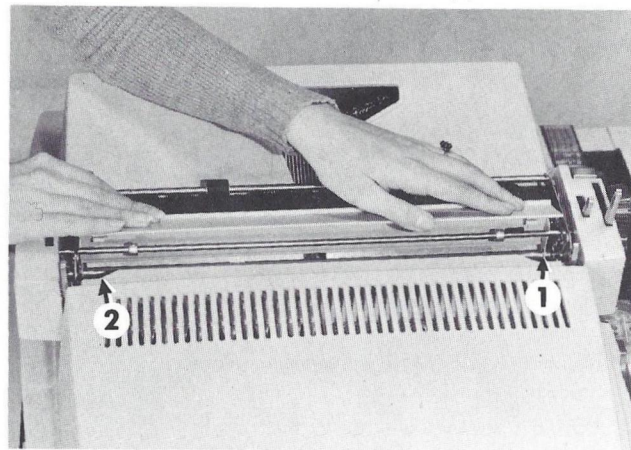
The PAPER TABLE provides access to the tab and margin racks. A sliding paper guide located at the left of the table assists you in inserting paper and locating the first typing position.



Removing Paper Table

Grasp top edge of table.

Pull forward and out.



Inserting Paper Table

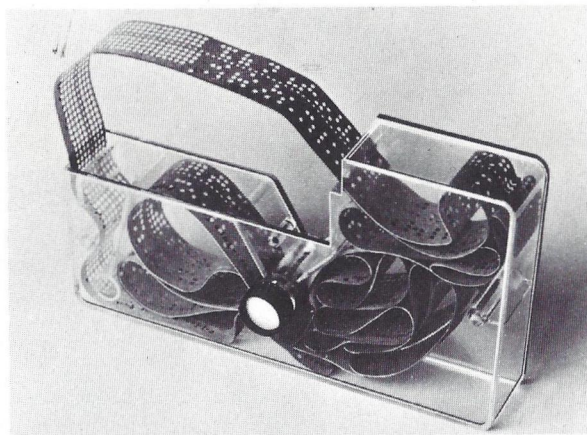
Hold both edges of paper table and align directly over carriage.

Lower table, placing bottom guides of table ① on the lowest carriage bar ②.

Press table firmly into place.

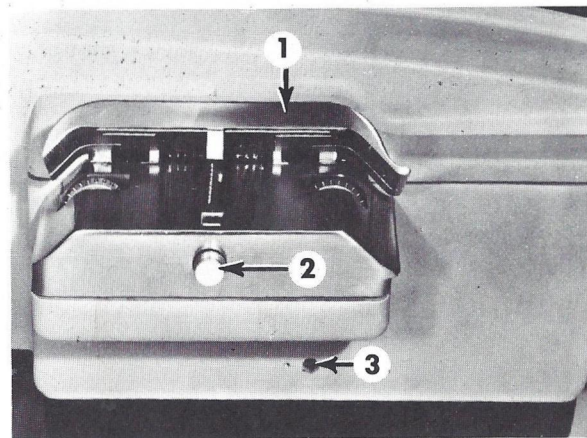
Program Loading

The program tape is punched on a Mylar tape, spliced and encased in a plastic removable cartridge.



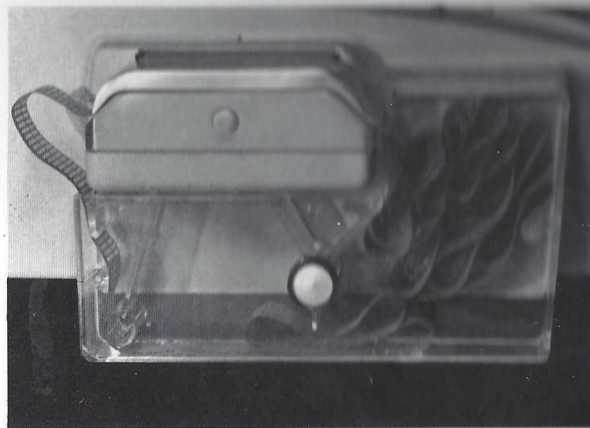
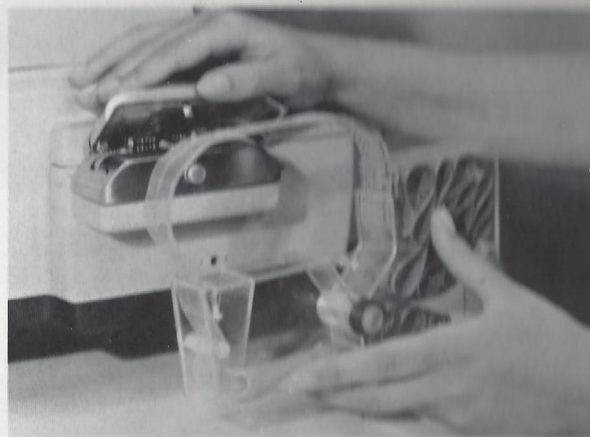
Certain steps must be followed in order to insert the program tape in the tape reader correctly.

1. Open the tape hold down arm ① on the reader by pushing the reader button ②.
2. Place the cartridge on the reader by inserting the snap lock into the frame ③ and lock.



3. Insert the Mylar program tape in the reader. Make certain that the feed holes are engaged on the pinwheels.
Care should be taken during the insertion of the program tape not to disturb the brush contacts of the reader.
4. Depress the tape hold down arm to close.
5. Depress the PRGM key.

When the program is loaded, the topmost left butterfly indicator is set showing that the 5005 is in the operate mode. Execution of the program begins when a sequence key is depressed.



Sequence Keys



A Sequence Key is used to identify the starting point of a program. The Sequence Keys are assigned to the numerics (1 to 9) and to some format control keys. You will be instructed in which order to use the sequence keys to select a given application. When you have selected a program, the topmost right butterfly indicator will be set.

Your FRIDEN Representative will explain the exact function of the Sequence Keys on your 5005. You will be able to identify the operation of each program by an identification strip located just above the numeric keys.

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Check List

Normal care and cleanliness are as important to the 5005 as to any office machine. Should trouble develop, you may be able to correct the problem by checking the following points.

General Checks

- Is the Power switch on? Check power cord and operate ON switch.
- Is typing unit in UNSHIFT condition? It will not operate properly in Shift Lock condition.

Application Set-Up

Check the operating and set-up instructions provided by your FRIDEN Representative:

- Do you have the proper program tape cartridge? Is it inserted correctly?
- Are the margin and tabs set at the proper positions?
- Are you using the sequence keys correctly?

Check the Punch...

- Is the punch switched ON?
- Are you out of tape?
- Is the tape threaded through the punch correctly?
- Is the tape tangled or tightened so that tape tension arm is toward you?
- Is tape hold down arm in position?

Printing too Light

- Are ribbon and ribbon spools inserted correctly?
- Check the three position lever on the right of the typewriter — it should be in forward or back position.
- (Centre position disengages the ribbon for stencil preparation.)
- Is the multiple copy control lever set too high for the weight and number of forms you are preparing?

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